

GRANT COUNTY

CONSERVATION, SANITATION AND ZONING DEPT

150 West Alona Lane, Suite #1, Lancaster, WI 53813 608/723-6377 X4

sanitation@co.grant.wi.gov

Fax: (608) 723-6792

APPLICATION FOR CONDITIONAL USE PERMIT {CUP} PROCEDURES

FEE: \$400.00

The following is a review of the overall procedure involved in applying for a Conditional Use Permit (CUP). This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your CUP request. If you have questions involving your individual request, please contact the Conservation, Sanitation & Zoning Dept. Office.

This packet contains: 1- A Conditional Use Permit Application form, 2- A Request for Town Participation form.

The Conditional Use Permit application must be completed and submitted {with fee} to the Conservation, Sanitation & Zoning Dept. before a public hearing date can be scheduled. Once the permit application is received by the Conservation, Sanitation & Zoning Dept. to expedite the process, the applicants request will be allowed to be placed on the Grant Co. Conservation, Sanitation & Zoning Committee hearing agenda before the applicant meets with the Town. However, the Conservation, Sanitation & Zoning Dept. must have the completed Town Participation Form prior to the date of the County hearing. **Note: If the Town Participation Form is not completed and provided for the hearing and the request is postponed as a result, the applicant shall pay another application fee.**

Public hearings are scheduled on a first come, first served basis and are held at the Grant Co. Administrative Building as the Grant Co. Conservation, Sanitation & Zoning Committee may determine. The Conservation, Sanitation & Zoning Dept. staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

APPLICANT REQUIREMENTS & PUBLIC HEARING INFORMATION

On the CONDITIONAL USE PERMIT APPLICATION form under Property Location, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill, (2) Plat of Survey, (3) Title policy, **(4) From a Licensed Surveyor if for a proposed land division. (Full legal descriptions may be an attachment to the application)**

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. The application must be complete including an address and phone number where someone can be reached for questions or information.

Public hearing before the Conservation, Sanitation & Zoning Committee: At the public hearing, the petitioner will be required to make a presentation pursuant to the items listed below. The Conservation, Sanitation & Zoning Committee does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Conservation, Sanitation & Zoning Committee does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Conservation, Sanitation & Zoning Committee will be kept permanently with the petition.

Public Hearing Presentation: Petitioner, person's attorney or agent must attend the public hearing and present testimony. All exhibits by the petitioner will be marked and retained by the Conservation, Sanitation & Zoning Committee.

The order of presentation will be:

(1) – Conservation, Sanitation & Zoning staff findings, (2) – Petitioners presentation, (3) - Persons appearing in support, (4) - Persons appearing in opposition

Rationale for zoning relief must be given in narrative form by the petitioner and with information provided that the proposed Conditional Use and/or associated structures are in accordance with the purpose and intent of the relevant Ordinance(s) and are not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.

All questions arising from the public shall be directed to the Conservation, Sanitation & Zoning Committee Chairperson.

Decisions: Following the Public Hearing and assuming no problems, the Conservation, Sanitation & Zoning Committee will make a final decision to deny or grant the Conditional Use Permit. The Conservation, Sanitation & Zoning Committee may recess to closed session and reconvene in open session to announce the decision. The Conservation, Sanitation & Zoning Committee may conditionally approve a Conditional Use Permit.

GRANT COUNTY CONDITION USE PERMIT {CUP} APPLICATION

sanitation@co.grant.wi.gov

Phone: 608-723-6377 X4

FAX: 608-723-6792

Office use:

Tax Parcel # _____ Fee Paid \$ _____ Date Received: _____

County Zoning District: _____ SPO Zoning District: _____ FIRM/Flood Study: _____

Applicant:

Owner(s) Name _____

Mailing Address _____

Phone# _____

Property Location:

_____ 1/4 _____ 1/4 Sec. _____ T _____ N R _____ W

Lot _____ Block _____ Addition _____

Subdivision/CSM# _____

Town of _____

Property information:

Tax Parcel # _____

Total area of the base farm tract (total acreage of the contiguous property) is: _____ acres

Total area of the proposed parcel(s) is: _____ , _____ acres {area(s) in square feet if less than an acre is: _____ , _____}

Current use is: _____ **Proposed use is:** _____

Conditional Use Permit Request:

As provided in Section # _____ of the Grant County _____ Ordinance a Condition Use

Permit is requested so that the following use or activity may be allowed: _____

IMPORTANT: An attached plot plan or location sketch drawn to scale or with dimensions is required **{4 copies}** showing the location, boundaries, uses and sizes of the following applicable items: subject site property lines, existing and proposed structures, all structure setbacks {current & proposed}, sanitary system, utilities, parking areas, property drainage, proposed excavation and/or filling, roads and road rights-of-way lines, easements, driveways, trees, all other pertinent features and any additional information as requested by department staff pursuant to this Conditional Use Permit request.

REVOCATION

A Conditional Use Permit may be revoked if:

1. the use does not conform with the conditions of approval within the time established in the permit,
2. the use does not continue to conform with the conditions of the original approval,
3. the character of the use itself has changed, causing the use to be incompatible with the surrounding area; or
4. the use no longer conforms, to public health, safety and welfare needs.

Action to terminate a conditional use permit may be taken by the Grant County Conservation, Sanitation & Zoning Committee.

After revocation of the conditional use permit, such use shall be classified as a nonconforming use.

If the town Participation Form is not completed and provided for the hearing and the request is postponed as a result, the applicant shall pay another application fee.

The undersigned hereby applies for the variance requested above and states that the information on this application and the attached plot plan are accurate.

Property Owner(s) Signature _____

Date _____

GRANT COUNTY CONSERVATION, SANITATION AND ZONING DEPARTMENT

REQUEST FOR TOWNSHIP PARTICIPATION

LAWS REGARDING COMPREHENSIVE PLANS:

Wisconsin Statute 66.1001(3) ACTIONS, procedures that must be consistent with comprehensive plans. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

APPLICANT COMPLETES THE REQUEST INFORMATION

To the request for (Name) _____ to be granted a:

Request type: (Note if the request is a Rezone check both Comp. Plan Map Change & Rezone) _____ Brief description of request: _____

_____ COMP. PLAN MAP CHANGE → _____

_____ REZONE → _____

_____ CONDITIONAL USE → _____

_____ VARIANCE → _____

_____ SPECIAL EXCEPTION → _____

For the property: Tax Parcel# _____ - Property Address _____

TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY.

Upon completion return to applicant

(1) - Does the town have any regulations that apply to the request {circle one}? Yes No

If yes – please explain: _____

(2) - Is the request consistent with the Towns Comprehensive Plan {circle one}? Yes No N/A

(3) - If not consistent with the Town Comprehensive Plan,
does the town wish to amend the Comprehensive Plan Map to allow the request? {circle one} Yes No N/A

(4) - Does the town wish to amend the Comprehensive Zoning Ordinance Zoning District? {circle one} Yes No N/A

THE TOWN BOARD OF THE TOWN OF _____ ON THIS DATE _____

_____ DOES NOT OBJECT TO THE REQUEST _____ OBJECTS TO THE REQUEST

Board Vote: Number In-Favor _____ Number Opposed _____ Number Abstain _____

Reason(s) for the town board decision: _____

CHAIRMAN

CLERK

SUPERVISOR

SUPERVISOR

APPLICANT: To get this form completed by the Town, have your request placed on the Town Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.

Town Participation Form (10/2013)